

LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

Application Materials

SENIOR ANALYST RECRUITMENT

HR-2017-1

Application Deadline:

Position is open until filled. The initial screening of applications will be conducted on April 17, 2017.

How to Apply:

To apply, please submit a completed LAFCO application and responses to supplemental questions to: Kate McKenna, AICP, Executive Officer, at LAFCO of Monterey County, PO Box 1369, Salinas, CA 93902 or by email at mckennak@monterey.lafco.ca.gov

Application Process:

Applications will be competitively evaluated. Those applicants who are determined to be the most qualified will be invited to participate further in the process. The process may include a written test/exercise, panel interview, and a final interview.

Appointment will be based on education, training, experience and other job-related characteristics, in addition to the successful completion of a thorough background investigation, reference checks, and verification of identity and eligibility to work in the United States. An at-will employment agreement will be executed with the successful candidate.

If you have any questions, or if you believe that you possess a disability that would require process accommodation, please call (831) 754-5838. LAFCO of Monterey County is an Equal Opportunity Employer.

Posted: March 30, 2017



Employment Application
An Equal Opportunity Employer

Please return this application completed, signed and dated to:

Kate McKenna, AICP, Executive Officer
 LAFCO of Monterey County
 P O Box 1369
 Salinas, CA 93902
 mckennak@monterey.lafco.ca.gov

1. LAFCO File #: HR-2017-1		2. Position Applied For: Senior Analyst			
3. Last Name:		First:		Middle Initial:	
4. Mailing Address:		City:	State:	Zip:	
5. Home Telephone:		Work Telephone:		Email address:	
6. Driver's License Number:		Class:	Expiration:		State:
7. Are you able to produce documents that verify your right to work in the United States? Persons under age 18 must be able to produce a valid work permit upon employment.					<input type="checkbox"/> Yes <input type="checkbox"/> No
8. a. Are you currently a member or retiree of the Public Employee's' Retirement System?					<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Have you ever participated in the Public Employees' Retirement System?					<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Have you ever been employed by LAFCO of Monterey County? If yes, indicate:					<input type="checkbox"/> Yes <input type="checkbox"/> No
Dates: _____ Position: _____ Name(s) at time of employment: _____					
10. Do you have any relatives employed by LAFCO of Monterey County?					<input type="checkbox"/> Yes <input type="checkbox"/> No
There may be limitations on the employment of Father, Mother, Brother, Sister, Wife, Husband and Child. Each case is considered separately for potential conflict of interest. If yes, indicate: Name: _____ Department: _____ Relationship: _____ Name: _____ Department: _____ Relationship: _____					
11. What type of work will you accept? (Check all that apply)					
Type of Hire: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal Hours Worked: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> On Call				12. How soon are you available for employment? _____	
13. Second Language Skills: If you have no second language, skip this question and go to question 18. Please indicate your level of skill in the following languages (other than English) by selecting the appropriate letter code in front of the language. CHOOSE ONLY ONE LETTER CODE PER LANGUAGE. Letter Codes: 1 = I can carry on a conversation freely but cannot read/write. 2. = I can carry on a conversation and can read/write. Choose appropriate box below: <input type="checkbox"/> 1 <input type="checkbox"/> 2 Spanish <input type="checkbox"/> 1 <input type="checkbox"/> 2 Tagalog <input type="checkbox"/> 1 <input type="checkbox"/> 2 Vietnamese <input type="checkbox"/> 1 <input type="checkbox"/> 2 Ilocano <input type="checkbox"/> 1 <input type="checkbox"/> 2 Korean <input type="checkbox"/> 1 <input type="checkbox"/> 2 Other (Specify) _____					

Applicant Name: _____ Exam Number: _____

14. EDUCATION AND TRAINING SUMMARY			
Provide information for education as it relates to the position for which you are applying.			
Colleges, Vocational or Technical Schools, Training Center	Major Subject	Units Completed	Type Degree/Certificate
Licenses and Certificates (State, Professional, Nursing, Trade, etc. which are required for this position).			
15. EMPLOYMENT HISTORY			
Begin with your present or most recent job. List all jobs separately including on-the-job training, volunteer work and military experience. Please be sure you describe completely in the section below the duties you performed which demonstrate that you have the knowledge and skills to perform the duties of the position for which you are applying. You may use additional sheets to complete your work history. A resume may be attached but is not a substitute for the application or for completing this section. THIS SECTION MUST BE COMPLETED. If a response to a supplemental questionnaire is required, it must accompany this application. (Incomplete applications may be returned.)			
Date and Salary Information	Employer Information	Occupation and Description of Duties	
From:	Employer:	Job Title:	
To:	Address:	Your Duties:	
(Mo/Day/Year)	Telephone:		
Monthly Salary: \$	Supervisor's Name:		
Hours per week:	Supervisor's Title:		
Reason for Leaving:			
From:	Employer:	Job Title:	
To:	Address:	Your Duties:	
(Mo/Day/Year)	Telephone:		
Monthly Salary: \$	Supervisor's Name:		
Hours per week:	Supervisor's Title:		
Reason for Leaving			
From:	Employer:	Job Title:	
To:	Address:	Your Duties:	
(Mo/Day/Year)	Telephone:		
Monthly Salary: \$	Supervisor's Name:		
Hours per week:	Supervisor's Title:		
Reason for Leaving			

16. I hereby certify that all information on this application is true to the best of my knowledge, and understand that omission of any material fact or falsification of information on this application may lead to the removal of my name from the eligibility list or termination from employment.

Signature of Applicant: _____

Date: _____

17. SUPPLEMENTAL QUESTIONS FOR SENIOR ANALYST CANDIDATES

Please answer all of the following questions and attach the response to your application.

1. Please describe your experience in managing a complex project, such as development proposal or governmental boundary change, from start to finish.

2. Tell us about your experience in preparing studies, reports, and recommendations that implement applicable laws, policies, or guidelines. Please include a discussion of any experience you may have in presenting policy-related information or recommendations at public meetings.

3. Describe a situation in which you have worked with multiple constituencies, consensus-building, or competing priorities. What was your role, and how did you contribute to the ultimate outcome?

EQUAL EMPLOYMENT OPPORTUNITY SELF-IDENTIFICATION FORM (Optional For All Applicants)

This form will be detached from your employment application and will be treated as confidential. In order to achieve and maintain equal employment opportunity, LAFCO of Monterey County requests that all persons complete this portion of the application. This section will be used for statistics only. No decisions in the test process will be based on this section. If you require test accommodation due to a disability, please call (831) 754-5838. Please make the request at the time of application.

1. Ethnic Category: (Choose only one)

- WHITE (not of Hispanic Origin)
All persons having origins in any of the original peoples of Europe, North Africa or the Middle East
- BLACK (not of Hispanic Origin)
All persons having origins in any of the Black racial groups of Africa
- HISPANIC
All persons of Cuban, Mexican, Puerto Rican, Central or South American or other Spanish culture or origin, regardless of race
- ASIAN or PACIFIC ISLANDER
All persons having origins in any of the original peoples of the Far East, Southeast Asia, Indian Subcontinent, or Pacific Islands (does not include Filipinos)
- FILIPINO
All persons having origins in the peoples of the Philippine Islands
- AMERICAN INDIAN or ALASKA NATIVE
All persons having origins in any of the original peoples of North America and who maintain cultural identification through Tribal affiliation or community recognition

2. Gender

- Male
- Female

3. Are you 40 years of age or older?

- Yes
- No

4. Do you require test accommodation?

- Yes
- No

SURVEY FOR EMPLOYMENT (Optional For All Applicants)

We ask your help in checking the squares that apply to you, and filling in the blanks so that we can keep statistics on each examination. This section will be detached from the application form, and will be used for statistics only. No decisions in the test process will be based on this section.

5. Job Source Information

I learned about this job opening through (check the appropriate boxes)

- Friend/Relative
- LAFCO Employee
- LAFCO Employment Announcement
- LAFCO Office
- Interest Card
- Organization/Group (please specify) _____
- Advertisement (please specify which paper/magazine/radio) _____
- Website – LAFCO of Monterey County
- Website – Other (please specify) _____
- Other (please specify) _____